

Memo

To: Shana Davis-Cook, Village Manager
From: Michael Younes, Director of Municipal Operations *my*
CC: Board of Managers
Date: 7/5/2012
Re: Contract Extension Recommendation – Tree Maintenance Services

The Village's current contractor for tree maintenance services is The F.A. Bartlett Tree Expert Company (Bartlett). Our current base contract (3-years) expires September 30, 2012. As stipulated in the contract, the Village—at its sole discretion—can extend the contract by one (1) year, two (2) times. For the following reasons, I recommend that the Village exercise the first of its two one-year extensions with The F.A. Bartlett Tree Expert Company.

- Institutional knowledge:

Bartlett, previously named TreeMasters, has over 18 years of direct working experience in the Village. The arborists and tree crews assigned to the Village also have this same level of experience maintaining our tree canopy.

- Working relationship with the Village's Consulting Arborist:

Over the past 2 years the Village has transitioned to a directed care tree program overseen by consulting arborist Dr. Tolbert Feather. Two years into this new program; Dr. Feather and Bartlett have been working together to refine how the Village conducts maintenance on its tree to be the most effective and budget conscience.

- Competitively Priced for Most Frequently Used Services:

CHEVY CHASE
VILLAGE
ESTABLISHED 1890

During the original contract bidding process, I evaluated the overall costs of the most frequently used services, which included the costs for foremen, a crew w/normal trucks and equipment and Dutch Elm Disease injections. All of these services were priced as being the lowest for Bartlett amongst the submitted bids.

- **Emergency Response Capabilities:**

In the event of an emergency in the Village, Bartlett has the ability to call for assistance from other crews it has on staff in the Washington, D.C. metropolitan area. If the emergency is more widespread the Contractor has the ability to call for assistance from its various tree crews throughout the Country. This is particularly critical in light of storms suffered within the past few years, where tree response crews were a premium.

Therefore, I would recommend that the Village exercise the first of its two, one-year contract extension options with The F.A. Bartlett Tree Expert Company.

Draft Motion

I move that we APPROVE the staff's recommendation to exercise the first of two, one-year contract extension options with The F.A. Bartlett Tree Expert Company to perform tree maintenance services.

Attachment:

- 1) Draft Contract Extension Letter *(Due to the length of Exhibit 1 referenced in the letter it has been omitted from the Board's briefing materials. The exhibit is available in the Village should any Board members wish to review it.)*



<Date>

The F.A. Bartlett Tree Expert Company
Attn: Kevin Carr
1 Metropolitan Court
Gaithersburg, MD 20878

Subject: One-Year Extension of Contract For Services to Provide Tree Maintenance Services within Chevy Chase Village

Dear Mr. Carr:

I am pleased to inform you that, by this letter, Chevy Chase Village (the "Village") is exercising its first option to extend for one (1) year the contract by and between the Village and the F.A. Bartlett Tree Expert Company (the "Contractor"), dated October 1, 2009 (the "Contract"). The aforementioned extension shall take effect on October 1, 2012. By exercising the first of two one-year options to which the Village is entitled under Paragraph Three of the Contract, the Contract shall now be in effect through September 30, 2013. The original Contract for Services is attached hereto as Exhibit 1 for your reference.

Compensation under the contract shall be in accordance with Paragraph Five of the Contract for this extension year.

Please have Matthew Farin or any other duly authorized corporate official sign all three (3) original letters and return two (2) original letters to the following address at your earliest convenience:

Chevy Chase Village
Attention: Mr. Michael Younes
5906 Connecticut Avenue
Chevy Chase, Maryland 20815

CHEVY CHASE VILLAGE

5906 Connecticut Avenue
Chevy Chase, Maryland 20815

Phone (301) 654-7300

Fax (301) 907-9721

ccv@montgomerycountymd.gov
www.chevychasevillagemd.gov

BOARD OF MANAGERS

PATRICIA S. BAPTISTE
Chair

PETER T. KILBORN
Vice Chair

RICHARD M. RUDA
Secretary

THOMAS H. JACKSON
Assistant Secretary

GARY CROCKETT
Treasurer

MICHAEL L. DINGER
Assistant Treasurer

DAVID L. WINSTEAD
Board Member

VILLAGE MANAGER
SHANA R. DAVIS-COOK

Kindly contact me at (301) 654-7300 should you have any questions. On behalf of Chevy Chase Village, we look forward to continuing to work with you over the coming year.

Sincerely,

Shana Davis-Cook
Manager, Chevy Chase Village

Acknowledged by:

Matthew Farin

Title: Assistant Vice President, The F.A. Bartlett Tree Expert Company

Date:

Attachment